



# STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

## CONSUMER CREDIT COUNSELING ORGANIZATION CRIMINAL BACKGROUND CHECK INFORMATION SOUTH CAROLINA APPLICANTS ONLY

### Mailing Address

P.O. Box 5757  
Columbia, SC 29250-5757

S.C. Code Ann. § 37-7-101 et seq.

[www.sccconsumer.gov](http://www.sccconsumer.gov)

803-734-4297

### Street Address

3600 Forest Drive  
Columbia, SC 29204-4406

Due to the criminal background check process at the South Carolina Law Enforcement Division (SLED), South Carolina residents must follow a different procedure for obtaining these checks.

Criminal background checks are offered at a reduced rate of \$8 for 501(c)(3) entities. For profit entities must pay \$25 for each check. Depending on your company's status, please read and follow the instructions below. If you have any questions, please contact Carri Grube – 803-734-4297, or Vira Richburg – 803-734-4209.

### Non-Profit Organizations:

- Contact SLED to set up an account : 803-896-7216
- Once an account number is obtained, make a coversheet on company letterhead containing the following information and send to Department of Consumer Affairs, Attn: Carri Grube, P.O. Box 5757, Columbia, SC 29250:
  - Date
  - "South Carolina Law Enforcement Division  
P.O. Box 21398  
Columbia, SC 29221-1398"
  - "# of Record Checks Requested : \_\_\_\_\_"
  - List the names of the owners, members, officers, directors, and counselors requesting a check for:
    - LAST NAME, FIRST NAME, MI
  - "Send Invoice to":
    - Contact Person Name
    - Company Address
    - Account Number
  - Signature of the contact person
- The Department will hand deliver the request and pick up when ready
- SLED will bill your organization directly

### For Profit Organizations:

- If you would like to set up an account with SLED or currently have an account with SLED, please follow the cover letter above. Otherwise, use the format below for your organization's cover letter.
- Make a coversheet on company letterhead containing the following information and send to Department of Consumer Affairs, Attn: Carri Grube, P.O. Box 5757, Columbia, SC 29250:
  - Date
  - "South Carolina Law Enforcement Division  
P.O. Box 21398  
Columbia, SC 29221-1398"
  - "# of Record Checks Requested : \_\_\_\_\_"
  - List the names of the owners, members, officers, directors, and counselors requesting a check for:
    - LAST NAME, FIRST NAME, MI
  - Signature of the contact person

The Department will hand deliver the request and pick up when ready